

Memaksimalkan fungsi Ms Word untuk menulis tesis dan Ms Power Point untuk presentasi



Bambang Shofari

Petunjuk

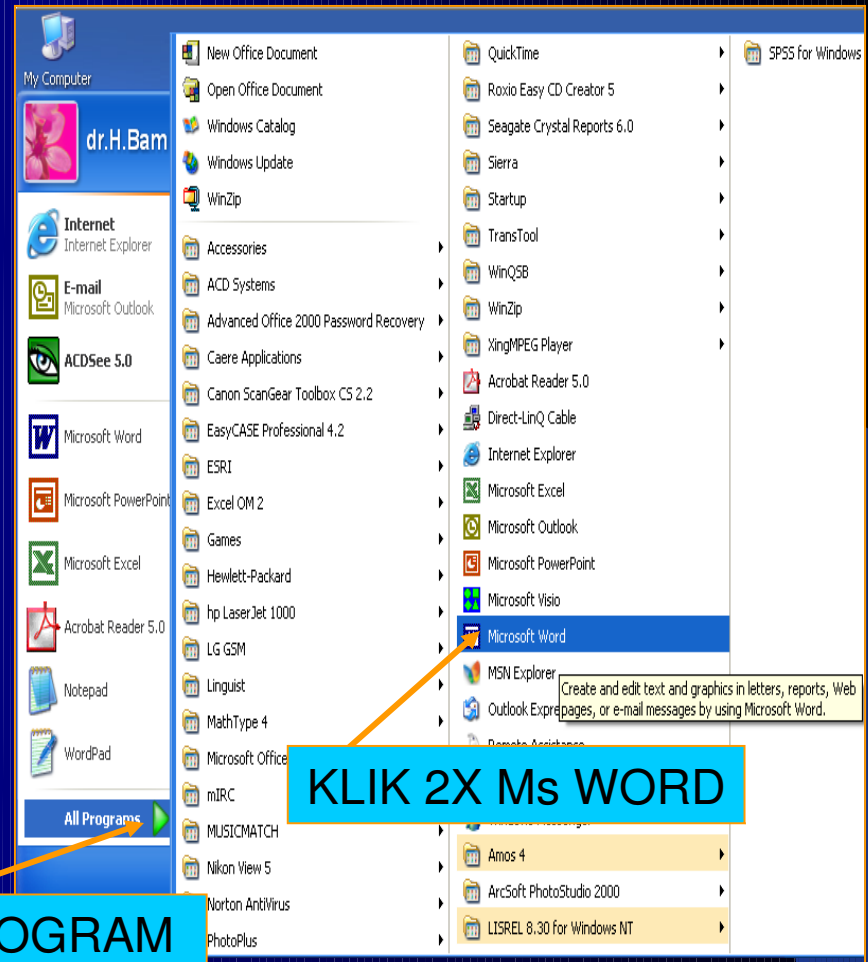
- Ikuti langkah demi langkah sesuai petunjuk lisan dan tayangan layar
- Bagi yang sudah terbiasa dapat membantu bagi pemula
- Bertanyalah bila menjumpai kesulitan
- Jangan ragu – ragu menggunakan mouse dan key board



Desktop



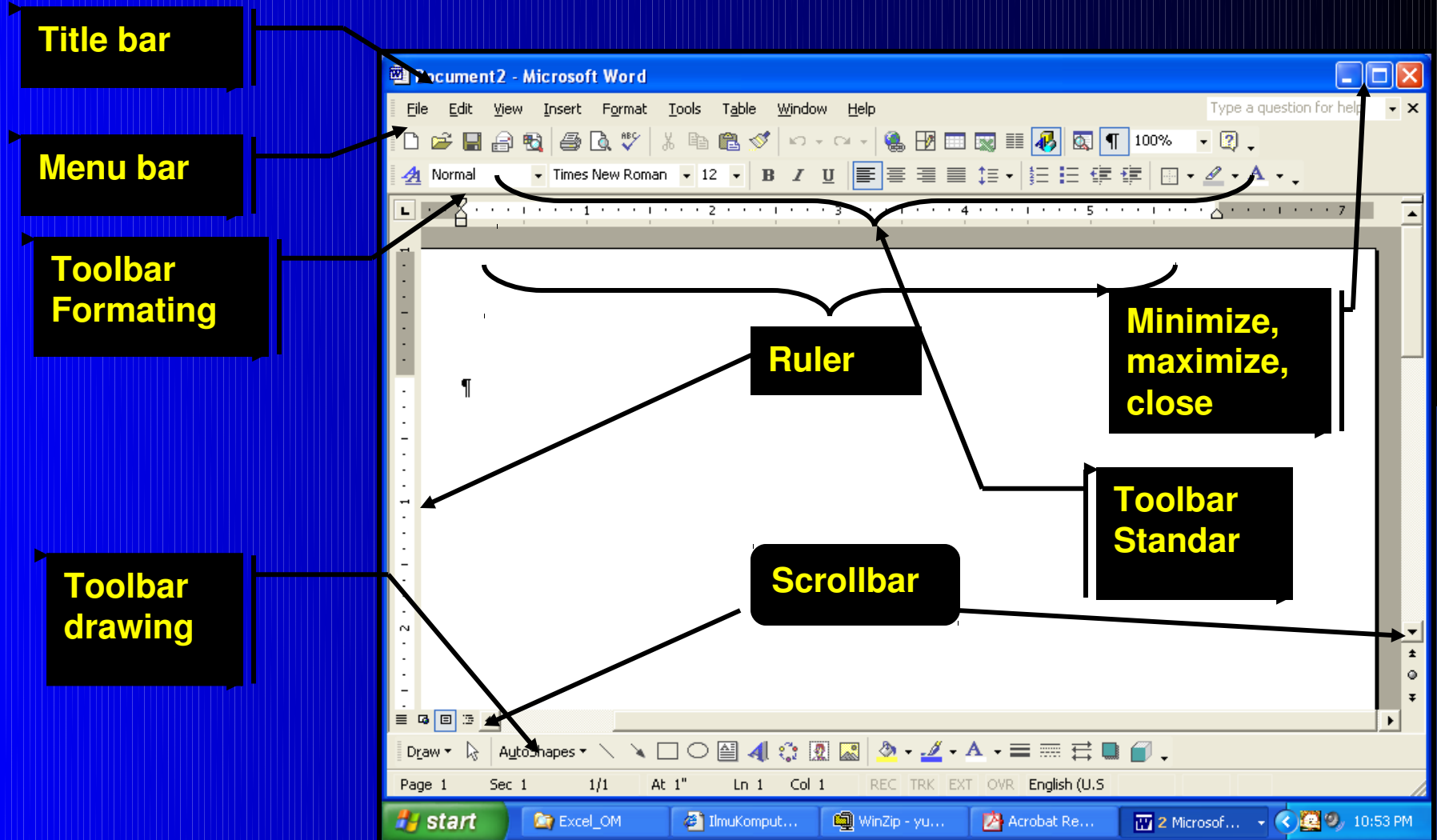
MEMULAI



KLIK 2X Ms WORD

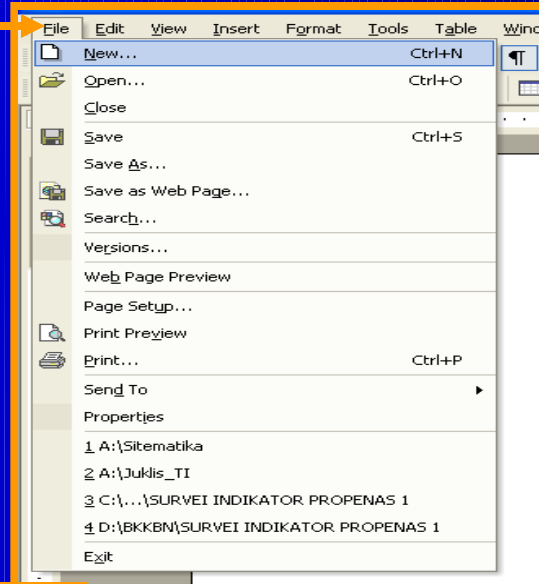
PILIH PROGRAM

Elemen Jendela MS-Word

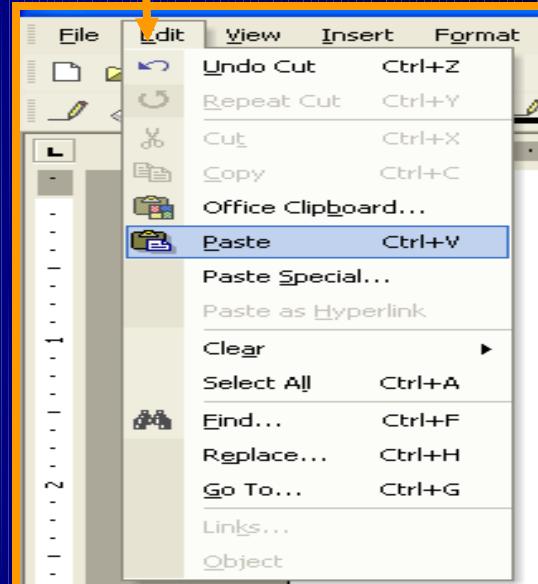


Menu bar pada Word

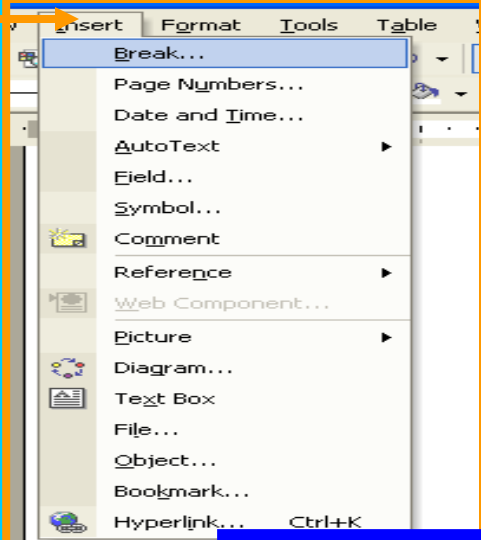
Membuka
Menutup
Menyimpan
Mengatur
halaman
Mencetak
Print preview
Memerintah
print



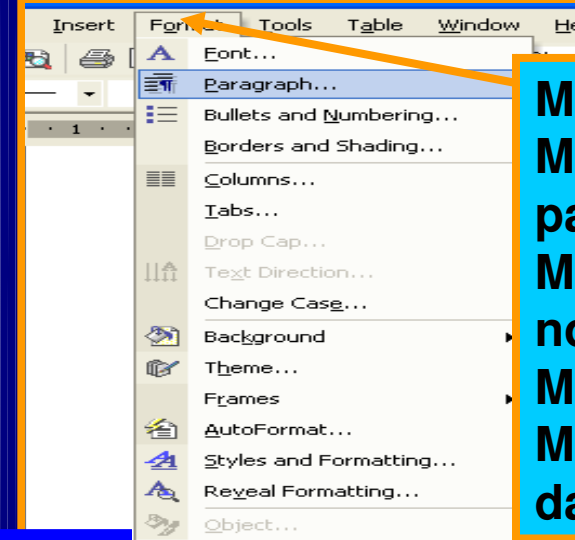
Membatalkan
perintah terakhir
Menggunting
Mengcopy
Menempelkan
Memilih semua
Mengganti



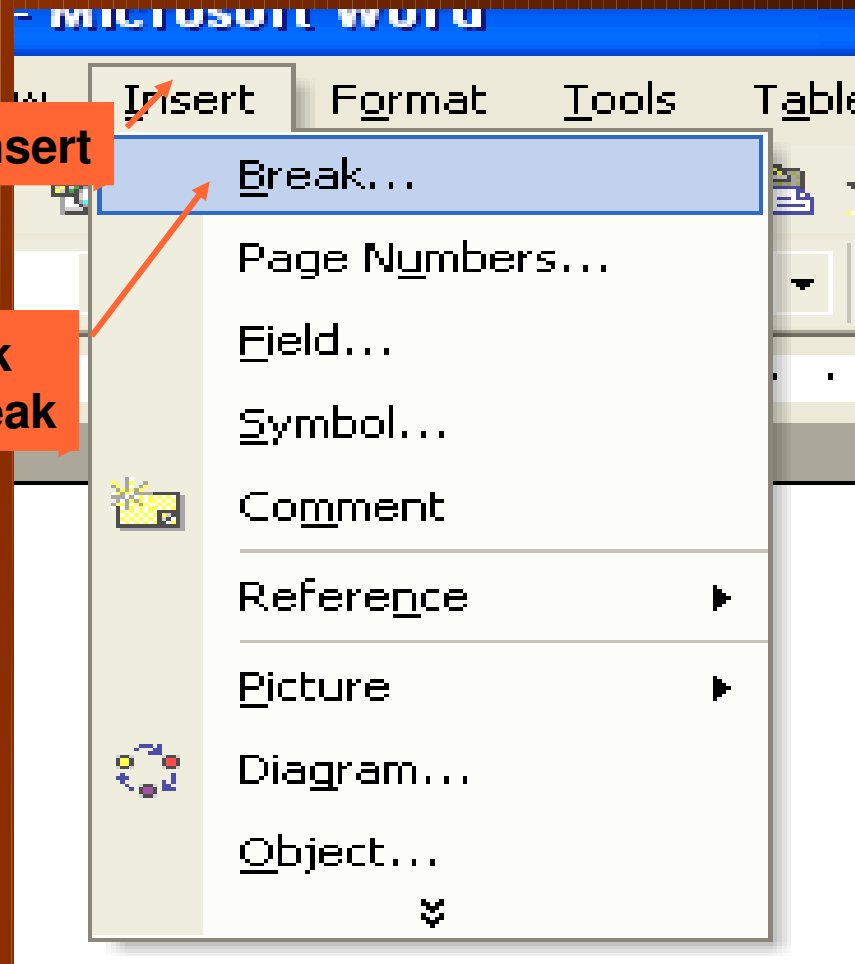
Memutus
halaman
Membuat
nomor hal
Komentar
Referensi
•Footnote
•Index and table
Insert gambar
Insert diagram



Memilih huruf
Mengatur
paragraf
Memilih bullet –
nomor
Memilih broder
Memformat style
dan format



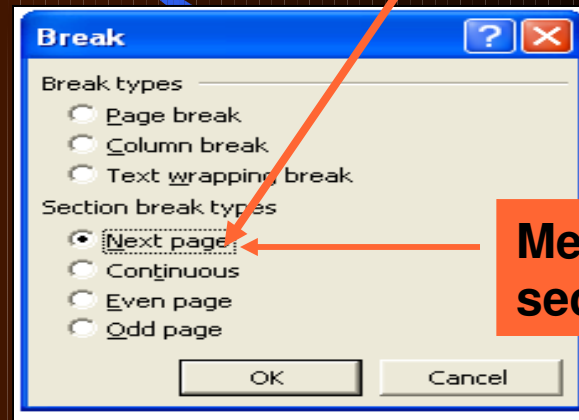
Memutus halaman



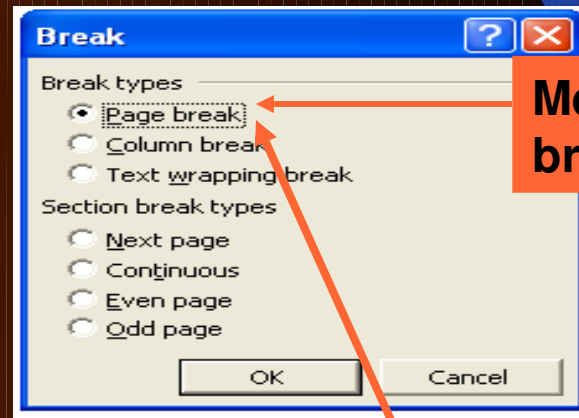
Klik insert

Klik
Break

Akhir DAFTAR SINGKATAN



Memutus
section type



Memutus
break type

Halaman BAB

Mengatur halaman dan nomor halaman

1. Klik file

Mengatur halaman

2. Klik page setup

1. Klik insert

Mengatur nomor hal.

2. Page numbers

4. Pilih ukuran kertas

3. Pilih margin

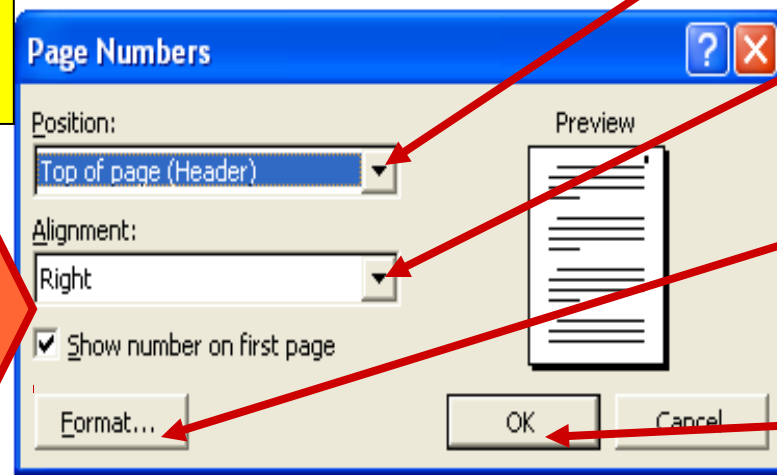
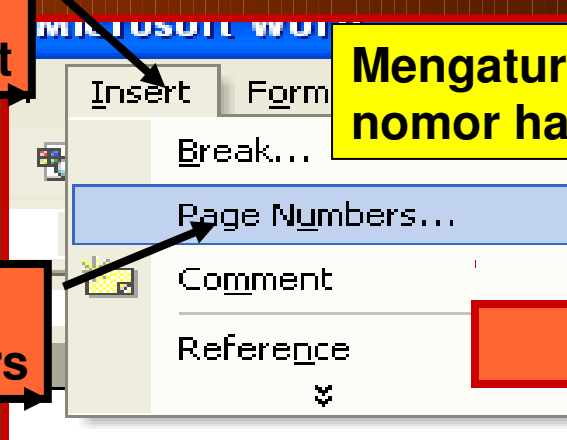
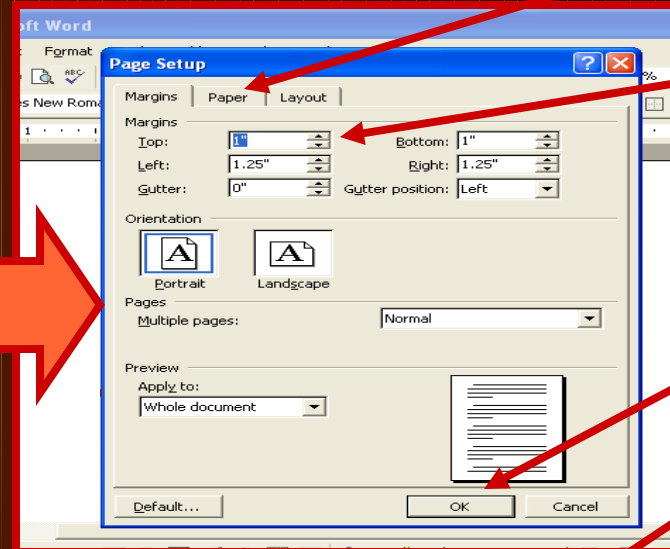
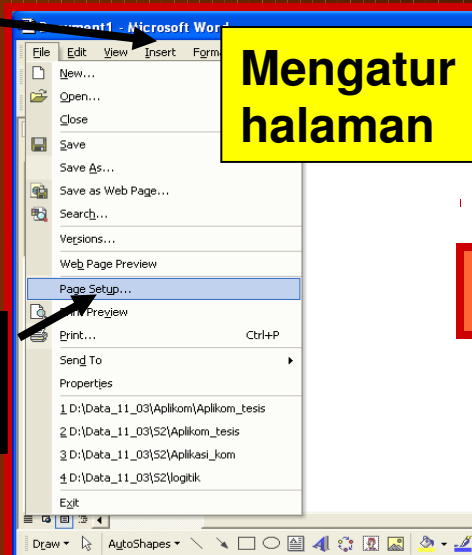
5. OK

3. Pilih atas/bawah

4. Kanan kiri

5. Atur format

6. OK



Mengatur heading

1. Open the **Format** menu and select **Styles and Formatting...**

2. In the **Styles and Formatting** task pane, select **Heading 1** under **Formatting of selected text**.

3. Right-click **Heading 1** and select **Modify...**

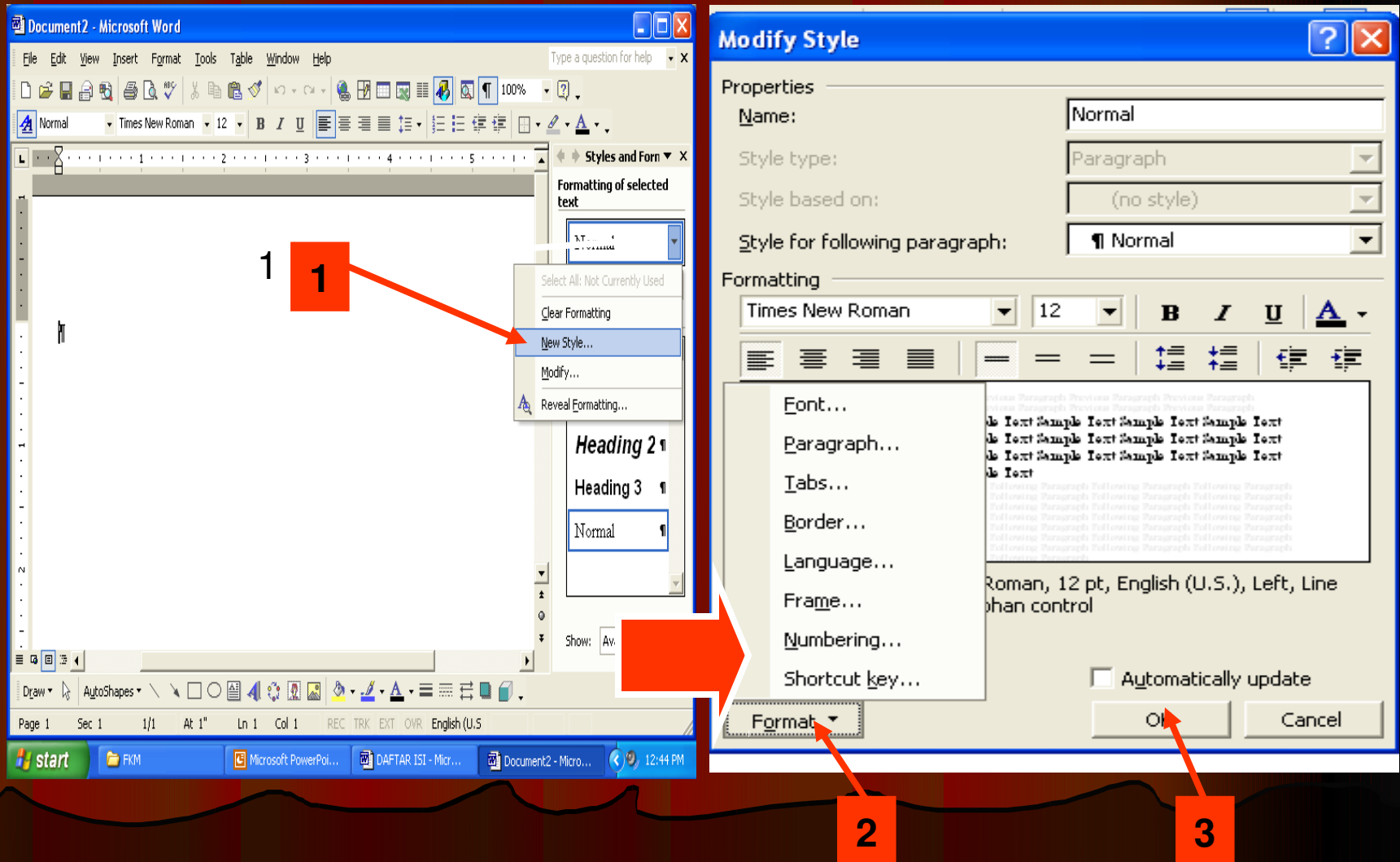
4. In the **Modify Style** dialog box, change the **Font** to **Arial**.

5. Change the **Size** to **16**.

6. Click the **Format** button to apply the changes.

7. The final result shows the text formatted as **Heading 1** in Arial, 16 pt, Bold.

Mengatur styles



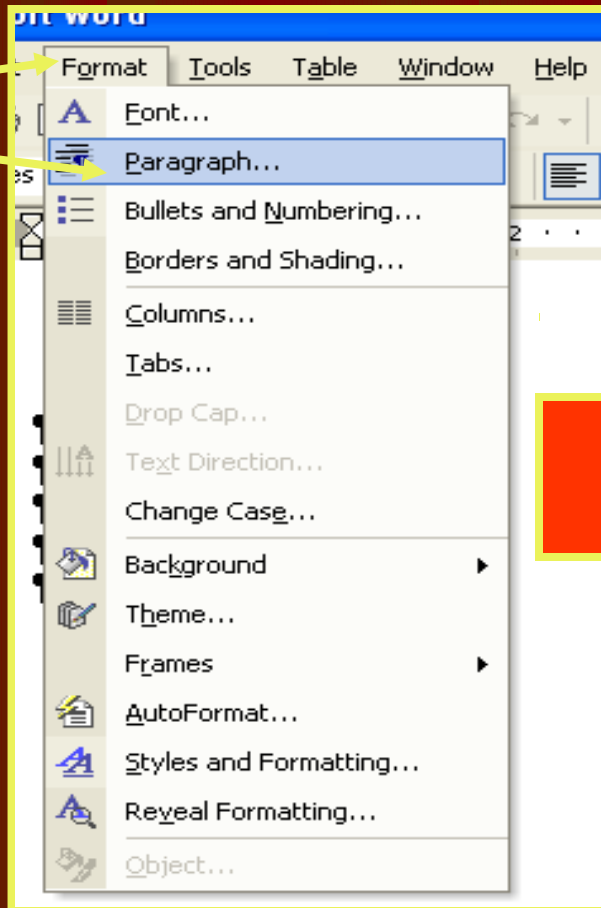
Membuat daftar isi

The process of creating a table of contents in Microsoft Word is shown in five steps:

- 1**: Open the **Reference** menu and select **Index and Tables...**
- 2**: In the **Index and Tables** dialog box, select the **Table of Contents** tab.
- 3**: In the **Table of Contents** tab, select **Print Preview** and **Web Preview** to see how the table of contents will look.
- 3a**: In the **Table of Contents** tab, select **Use hyperlinks instead of page numbers** and **Right align page numbers**.
- 4**: In the **Table of Contents** tab, select **From template** and **Show levels: 1**.
- 5**: In the **Table of Contents** tab, select **Modify...** to open the **Style** dialog box.
- 6**: In the **Style** dialog box, select **TOC 1** and **Modify...** to open the **Modify Style** dialog box.
- 7**: In the **Modify Style** dialog box, select **Normal +, Automatically update** and **OK**.

Mengatur paragraf

1. Klik format pilih paragraph



2. Pilih alinea

3. Pilih jarak

4. Pilih space



5. Pilih tonjolan baris

6. Pilih jarak baris

7. OK

Memberi nomor naskah secara otomatis

1

2

3

4

5

6

6a

5a

6b

6c

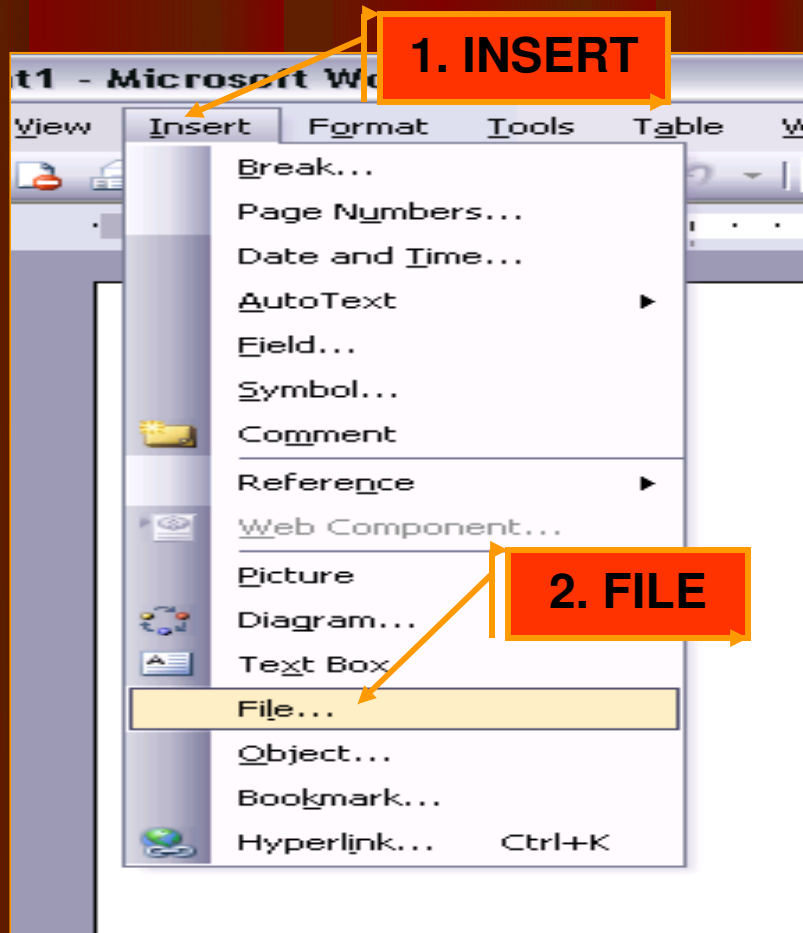
6d

6e

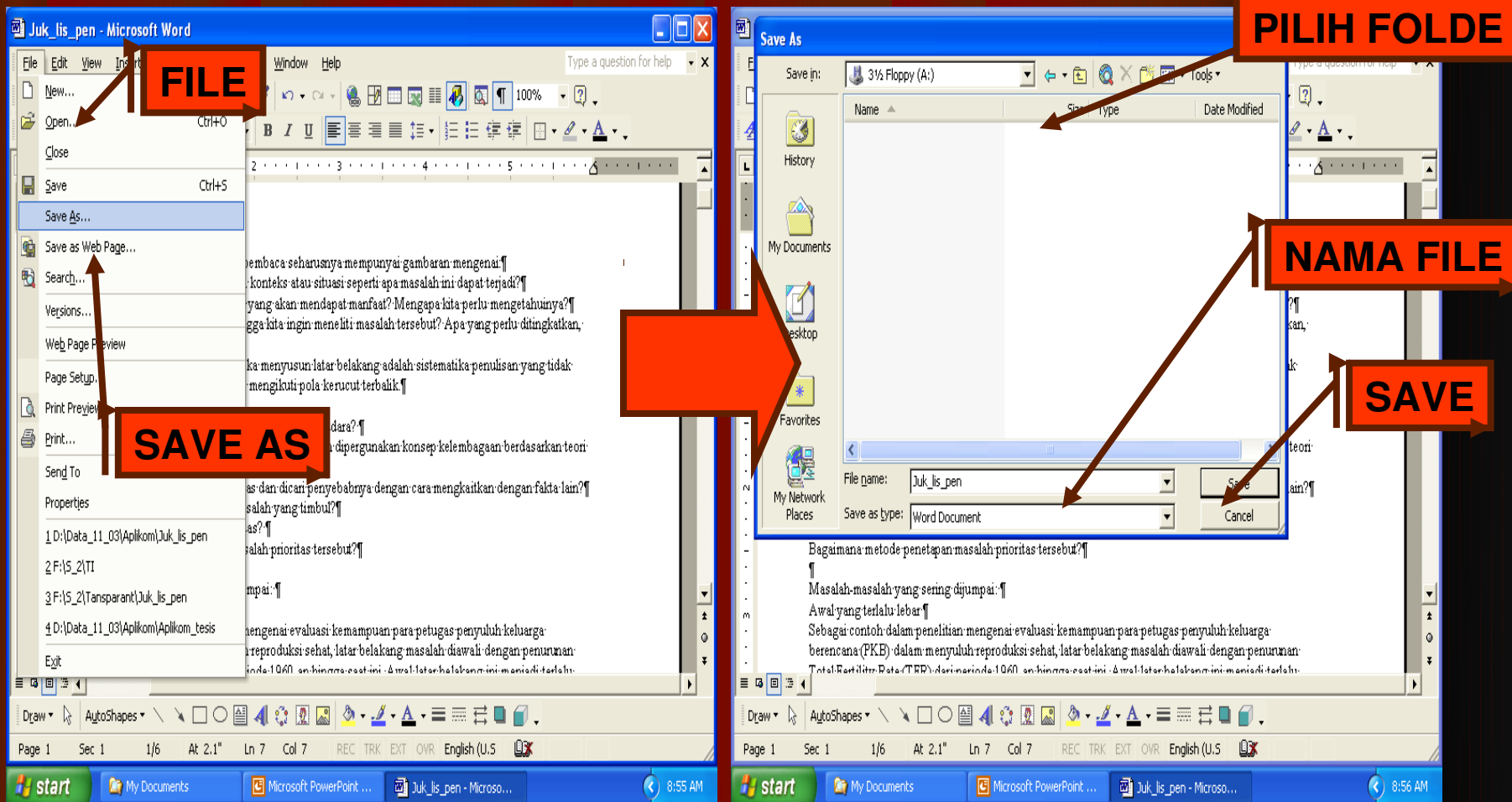
6f

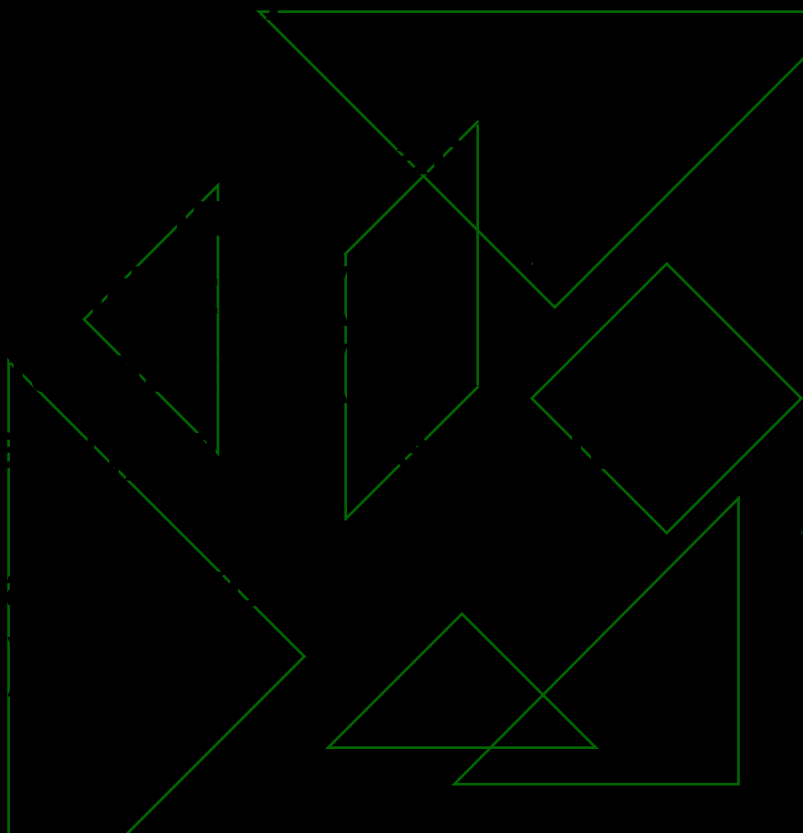
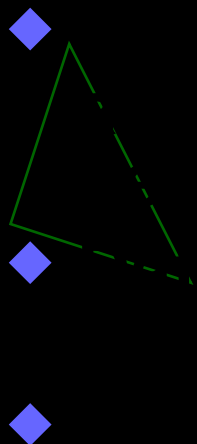
6g

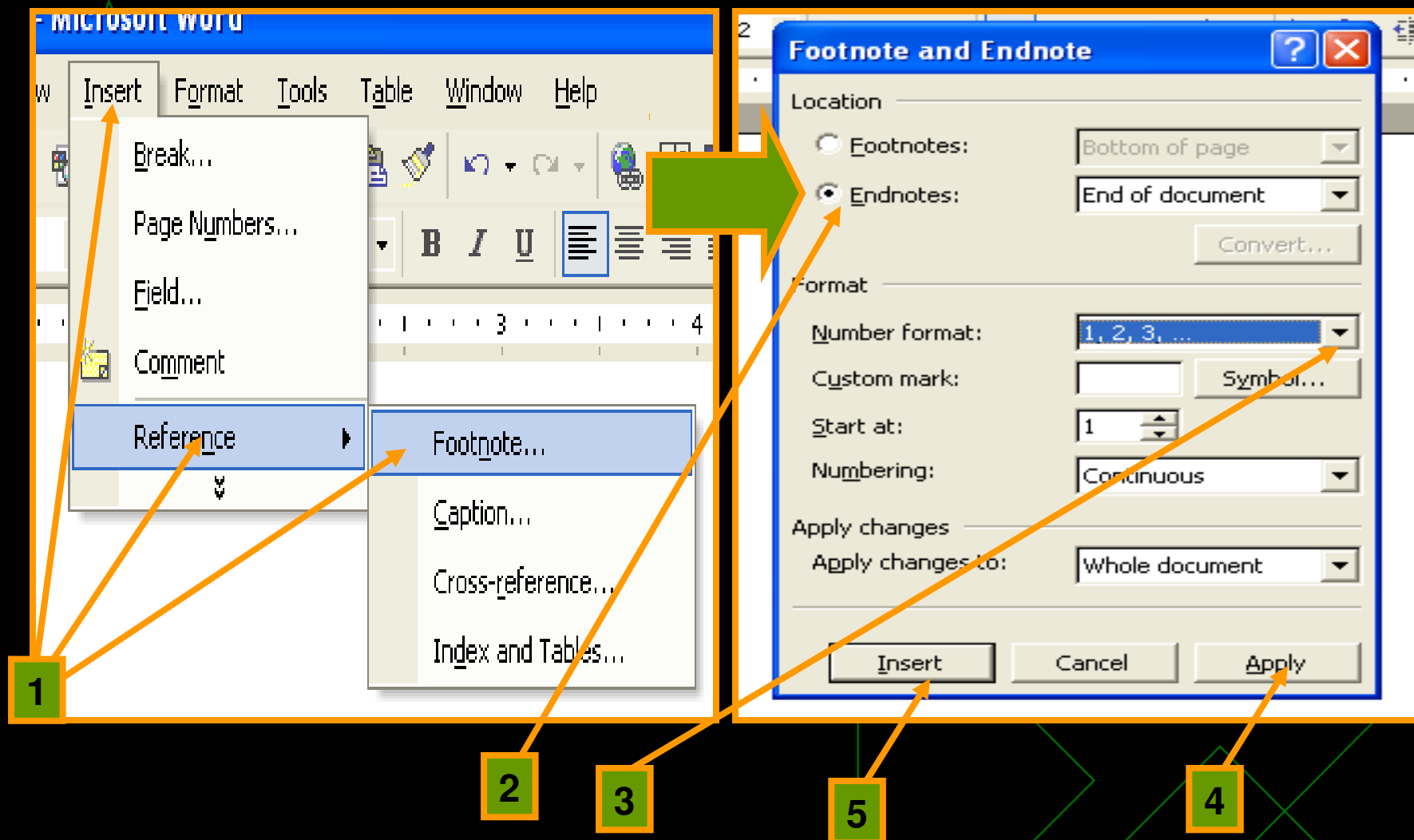
Mengambil file yang sudah jadi



Menyimpan dokumen



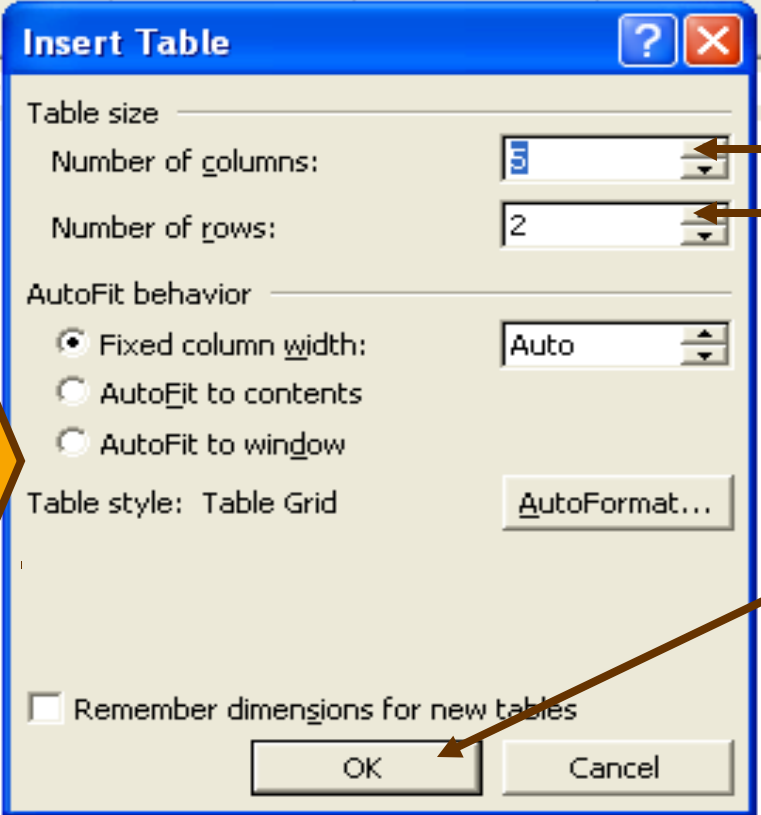




Membuat tabel

Diagram illustrating the steps to create a table in a spreadsheet application:

1. Click on the **Table** menu.
2. Click on the **Insert** option in the Table menu.
3. Click on the **Table...** option in the Insert submenu.
4. In the **Insert Table** dialog box, set the **Number of columns** to 5.
5. In the **Insert Table** dialog box, set the **Number of rows** to 2.
6. Click the **OK** button to create the table.

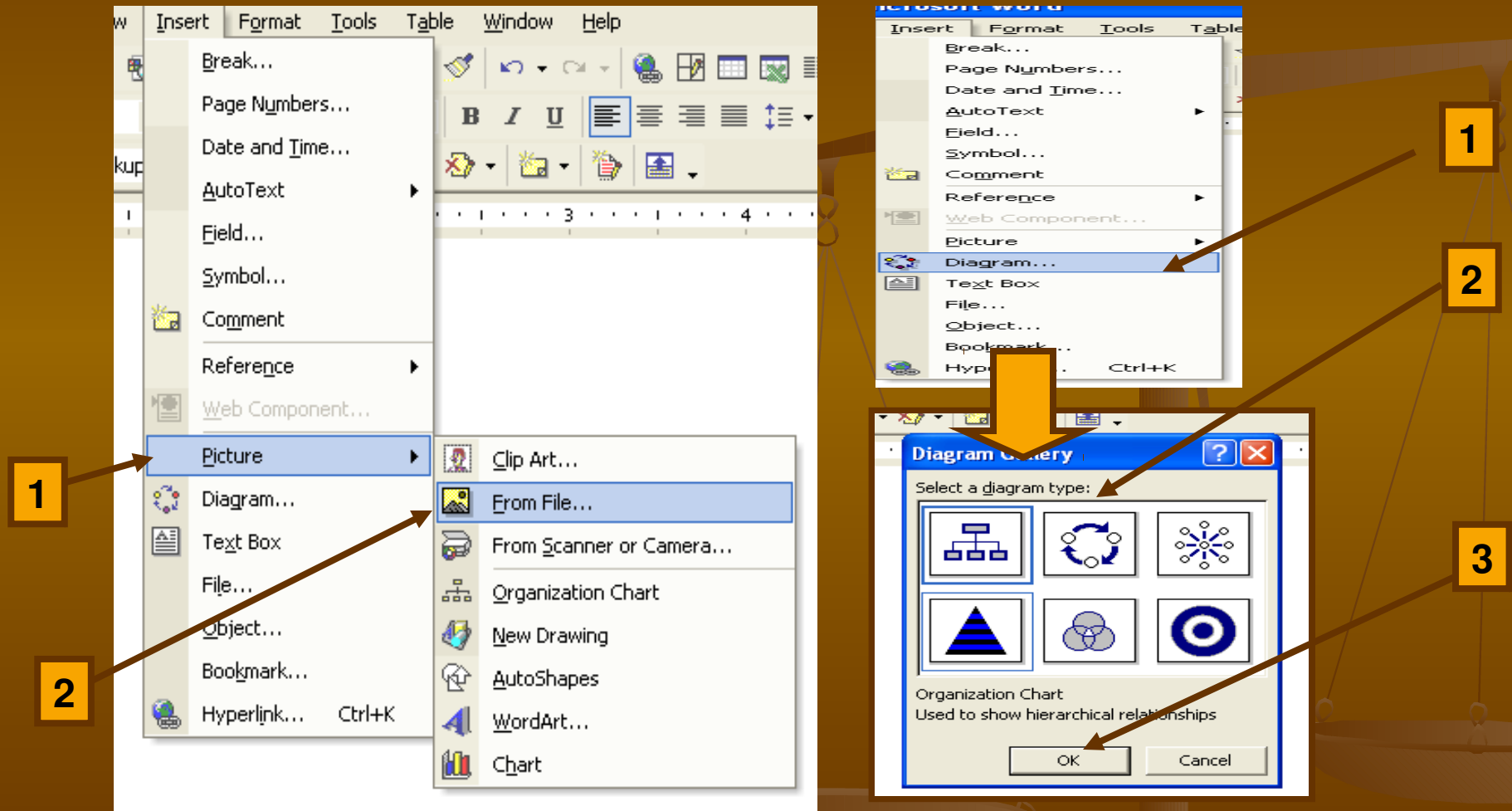


The **Insert Table** dialog box shows the following settings:

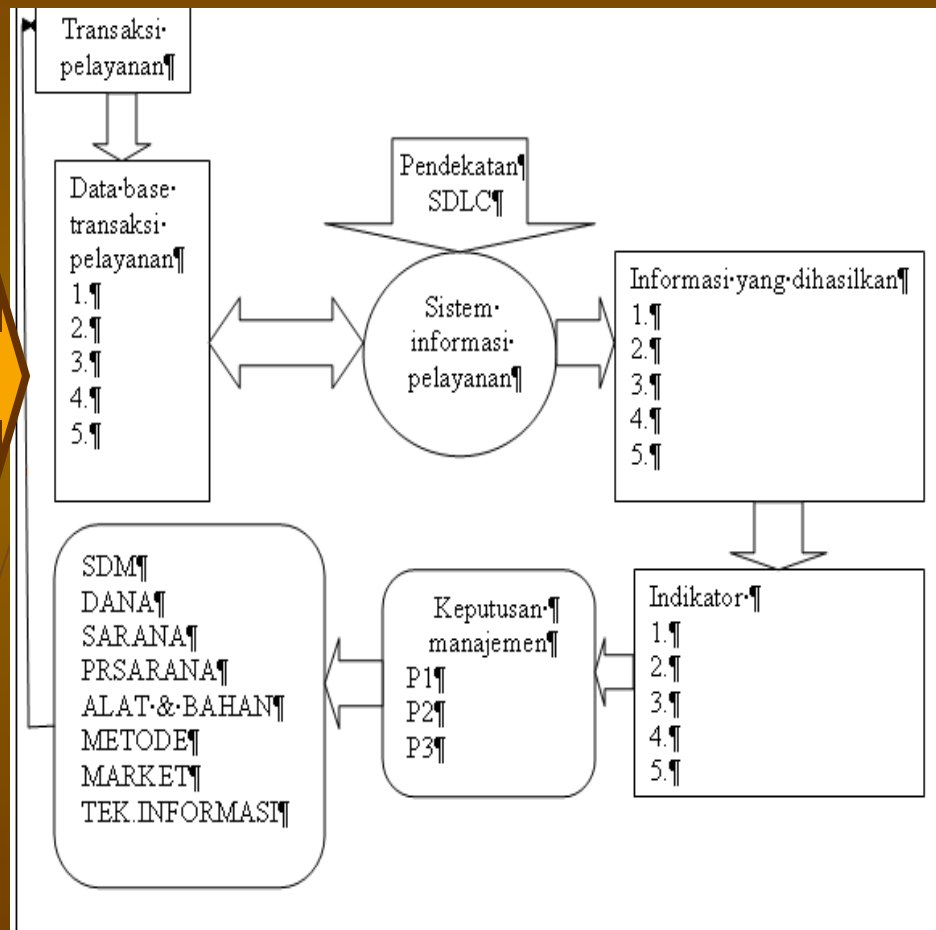
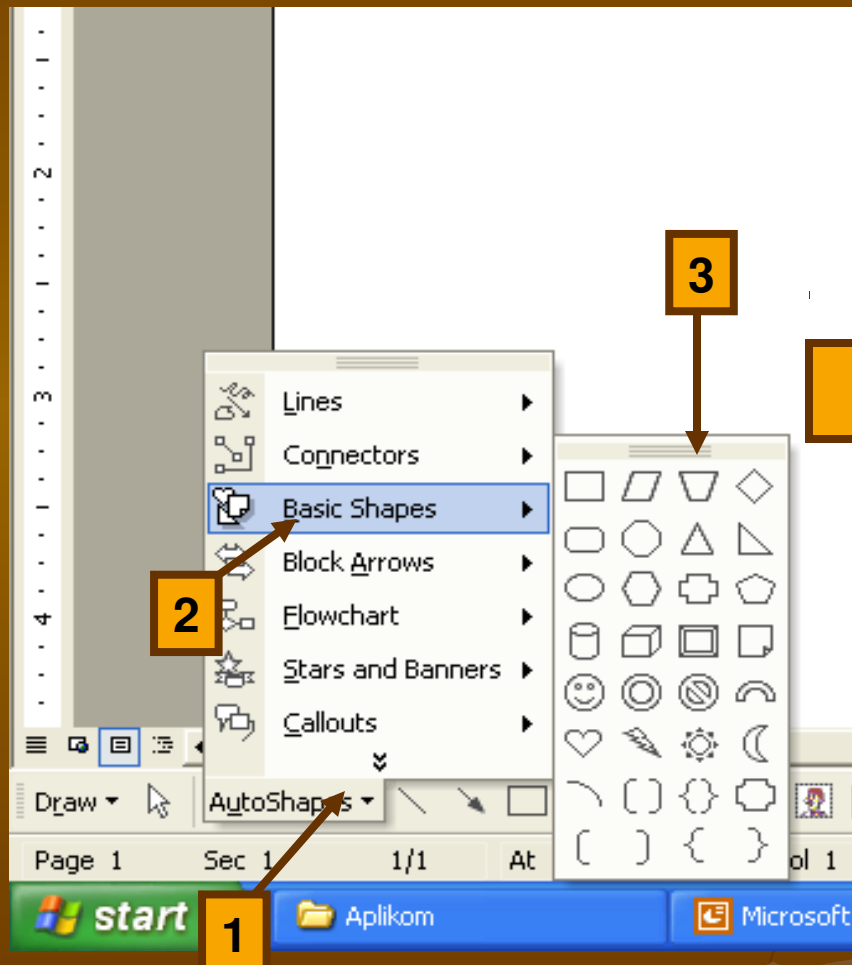
- Table size:
 - Number of columns: 5
 - Number of rows: 2
- AutoFit behavior:
 - ☒ Fixed column width: Auto
 - ☐ AutoFit to contents
 - ☐ AutoFit to window
- Table style: Table Grid
- ☐ Remember dimensions for new tables

Buttons: OK, Cancel, AutoFormat...

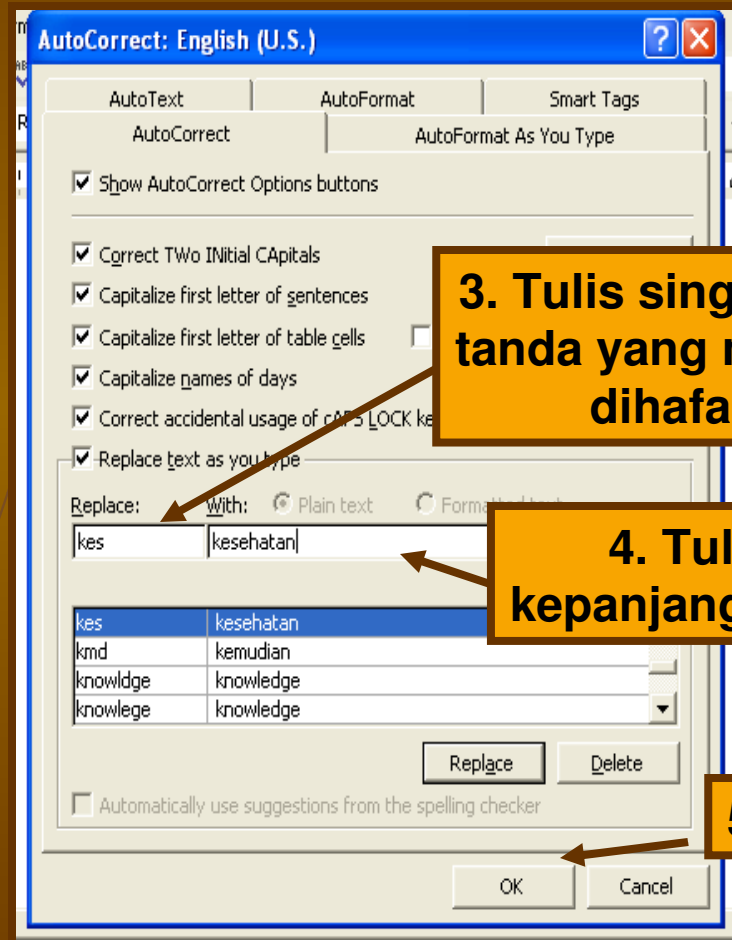
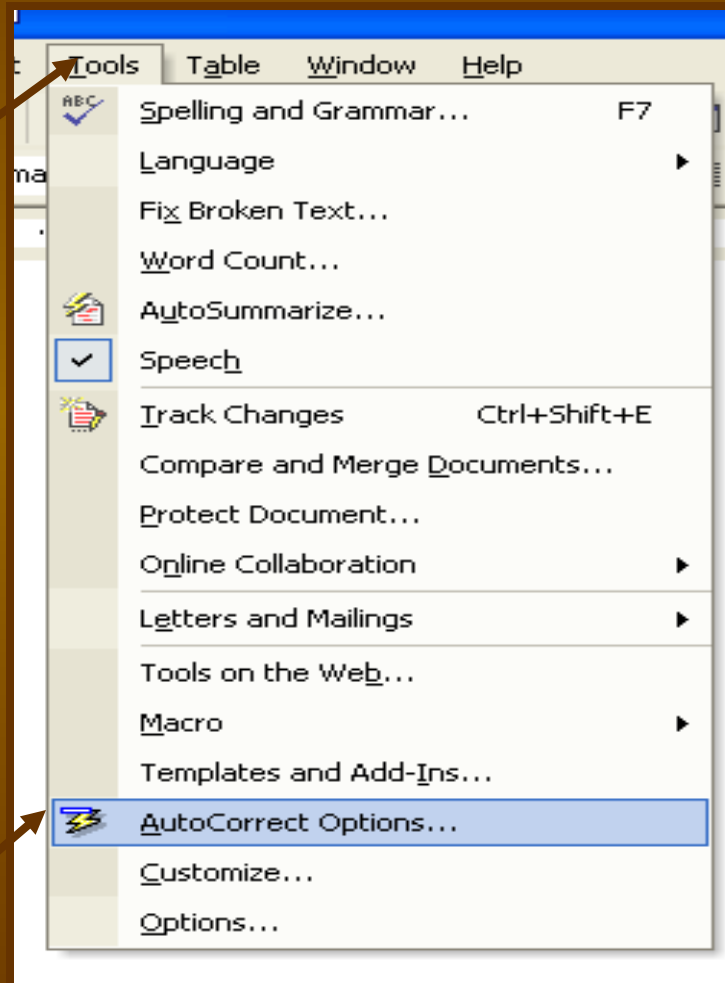
Menyisipkan gambar, diagram dan file



Membuat skema Kerangka Teori



Membuat auto correct

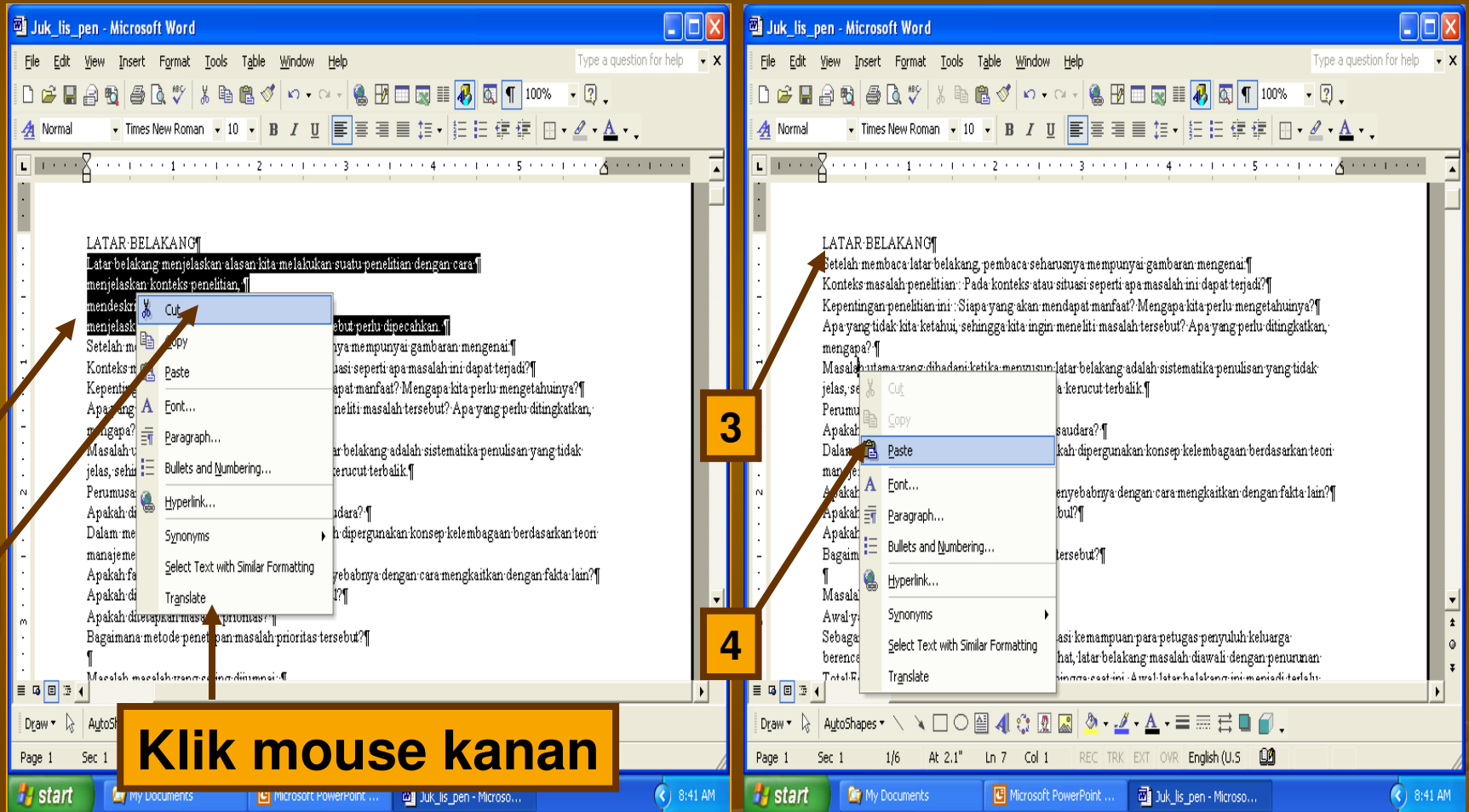


3. Tulis singkatan/
tanda yang mudah
dihafal

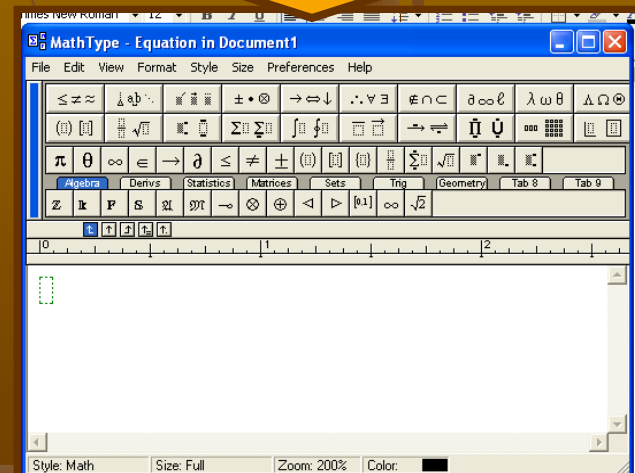
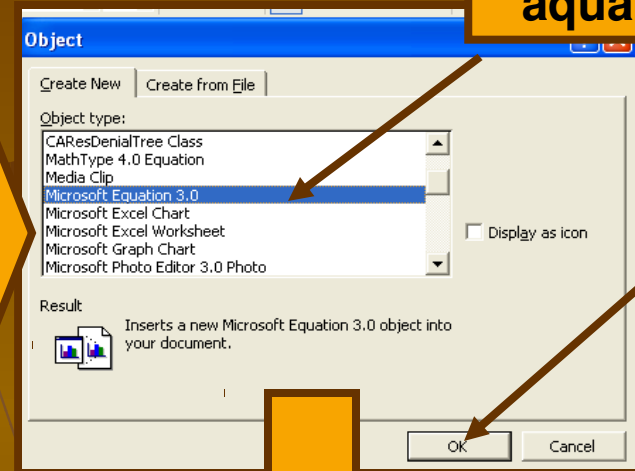
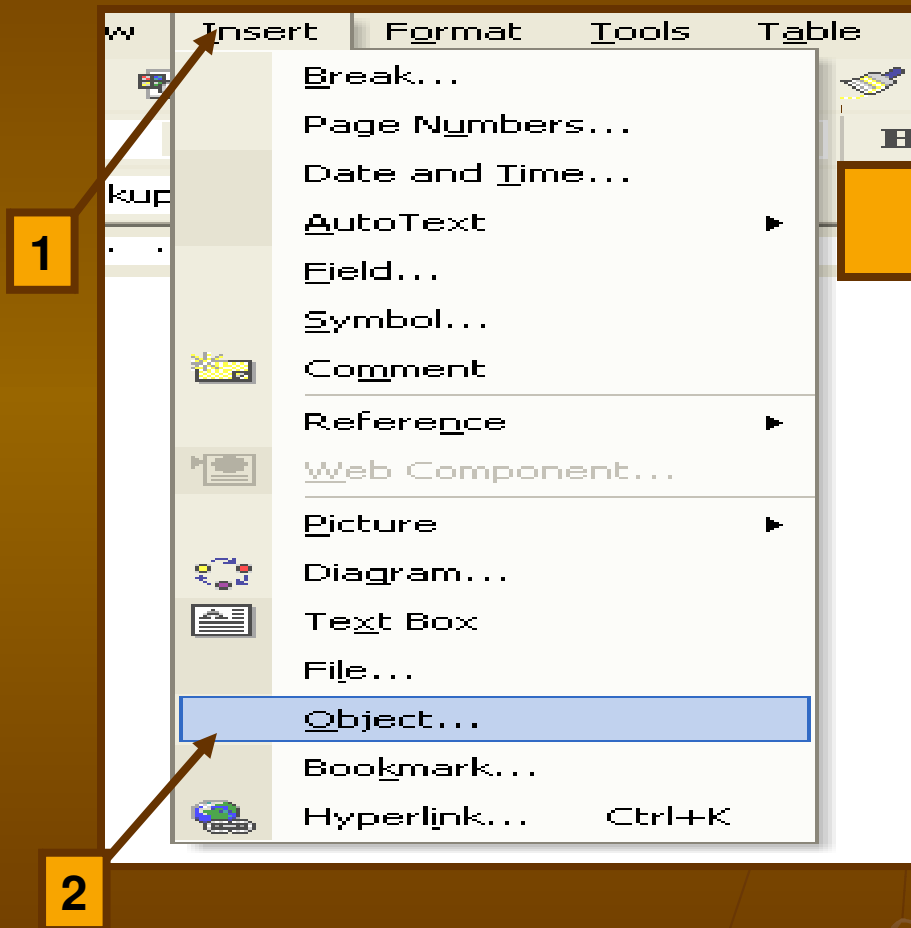
4. Tulis
kepanjangannya

5. OK

Mengcopy, menggunting dan melekatkan



Membuat rumus



Presentasi dengan Ms Power Point

bshofari@mahesa.net

Wologito Barat Raya 6
Semarang

Elemen – elemen Ms Power Point

Title bar

Menu bar

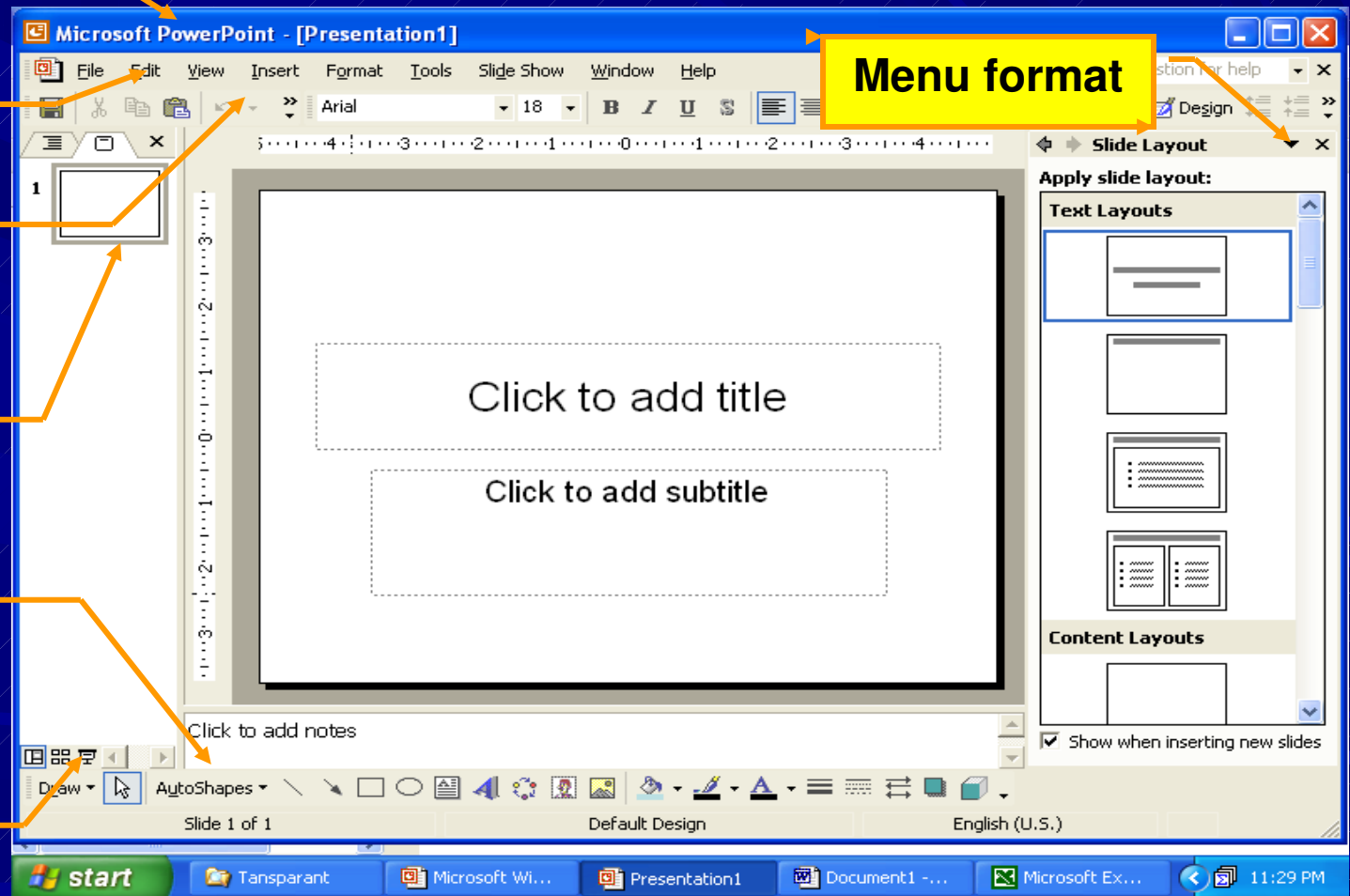
Toolbar
Formatting

Preview
slide

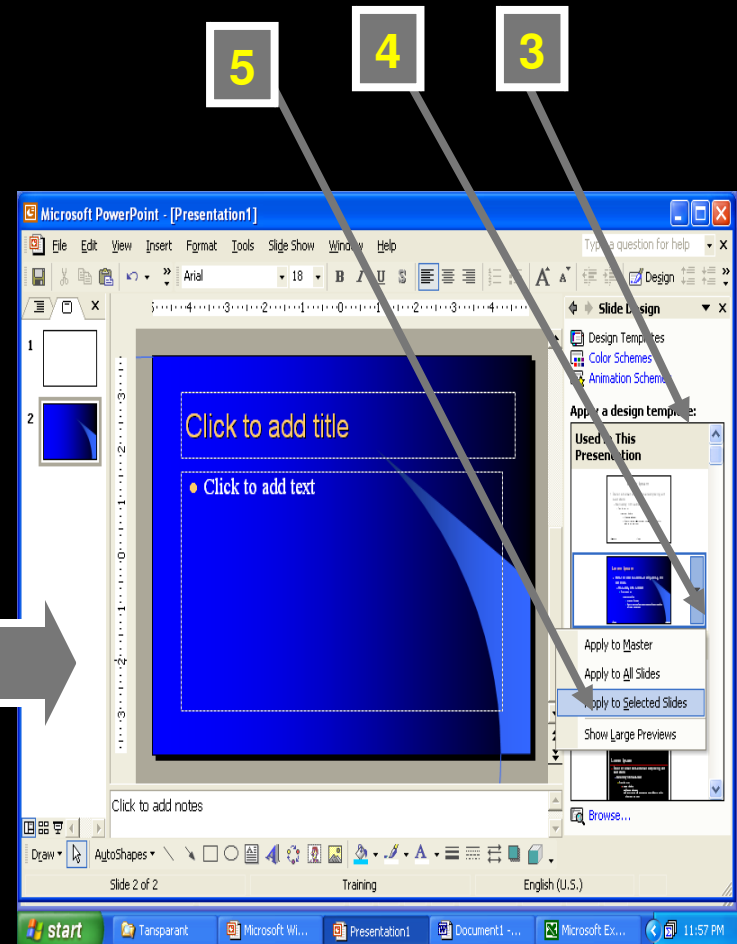
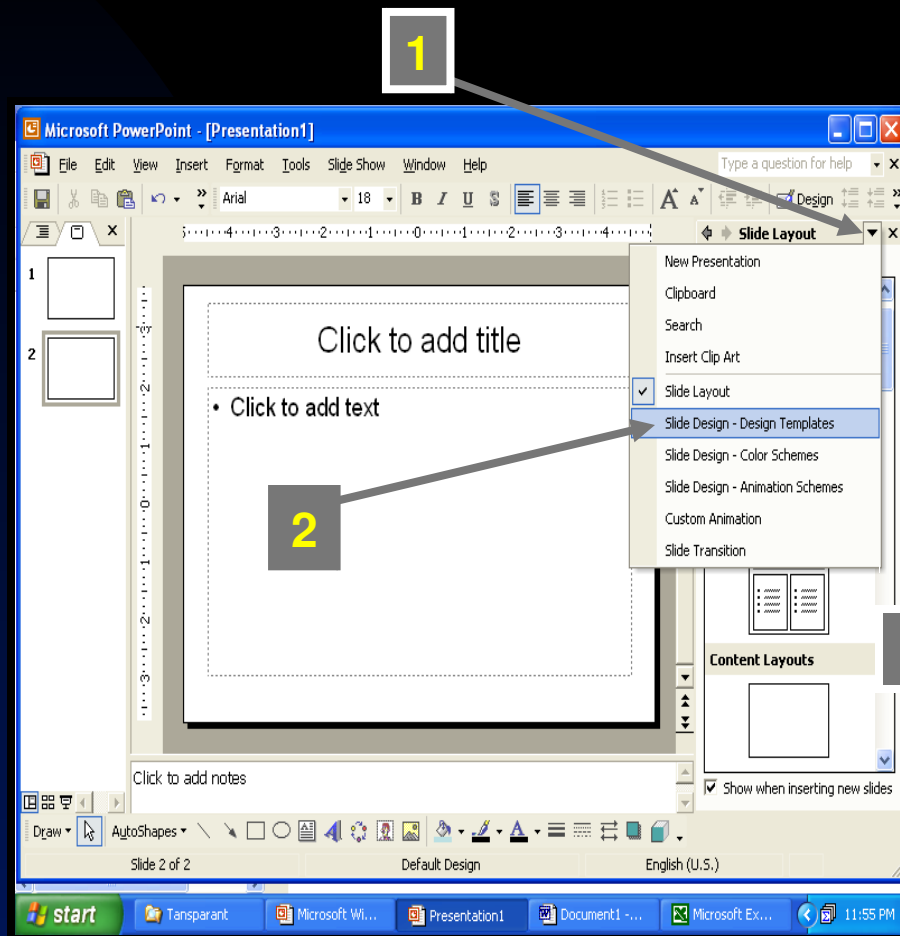
Toolbar
drawing

Toolbar
view

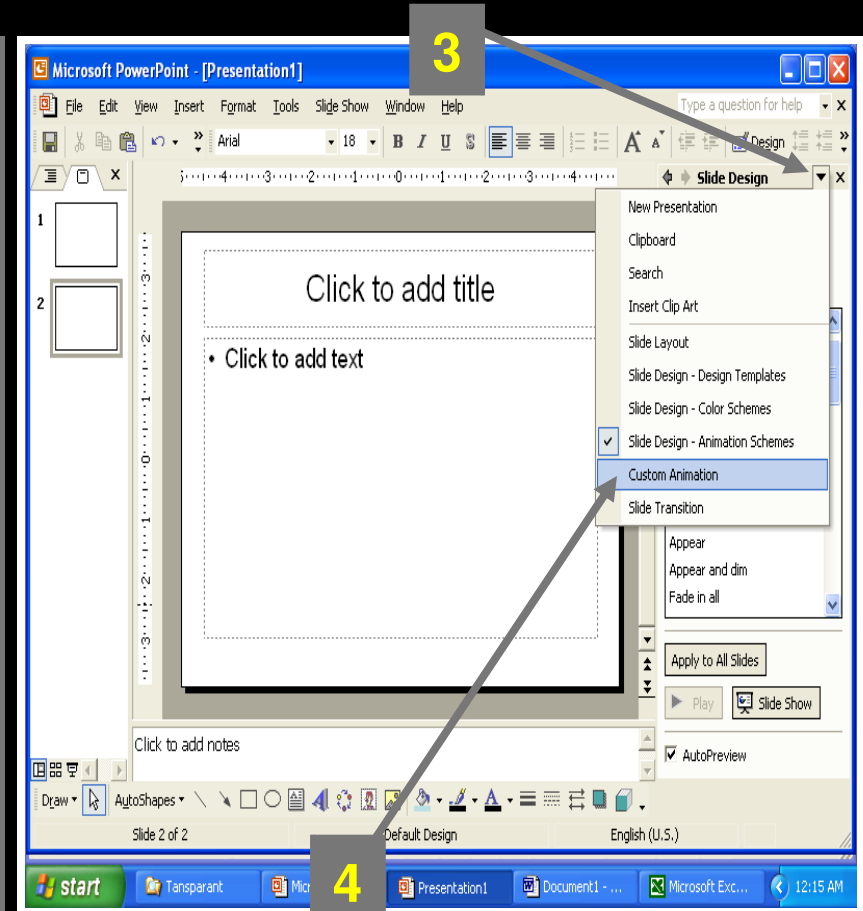
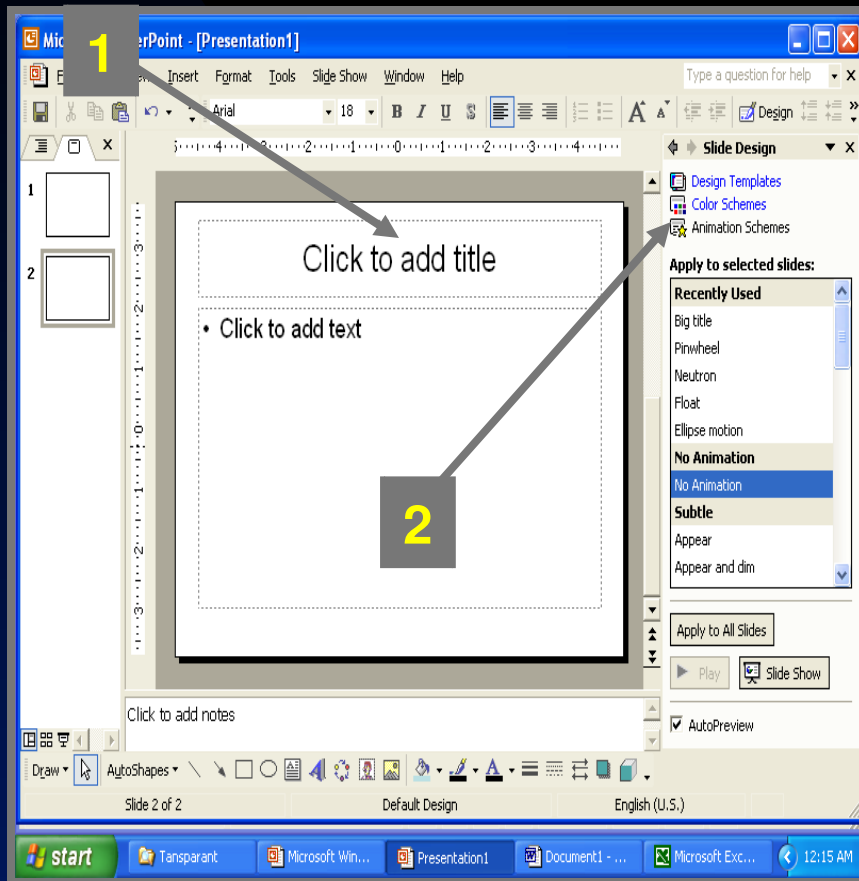
Menu format



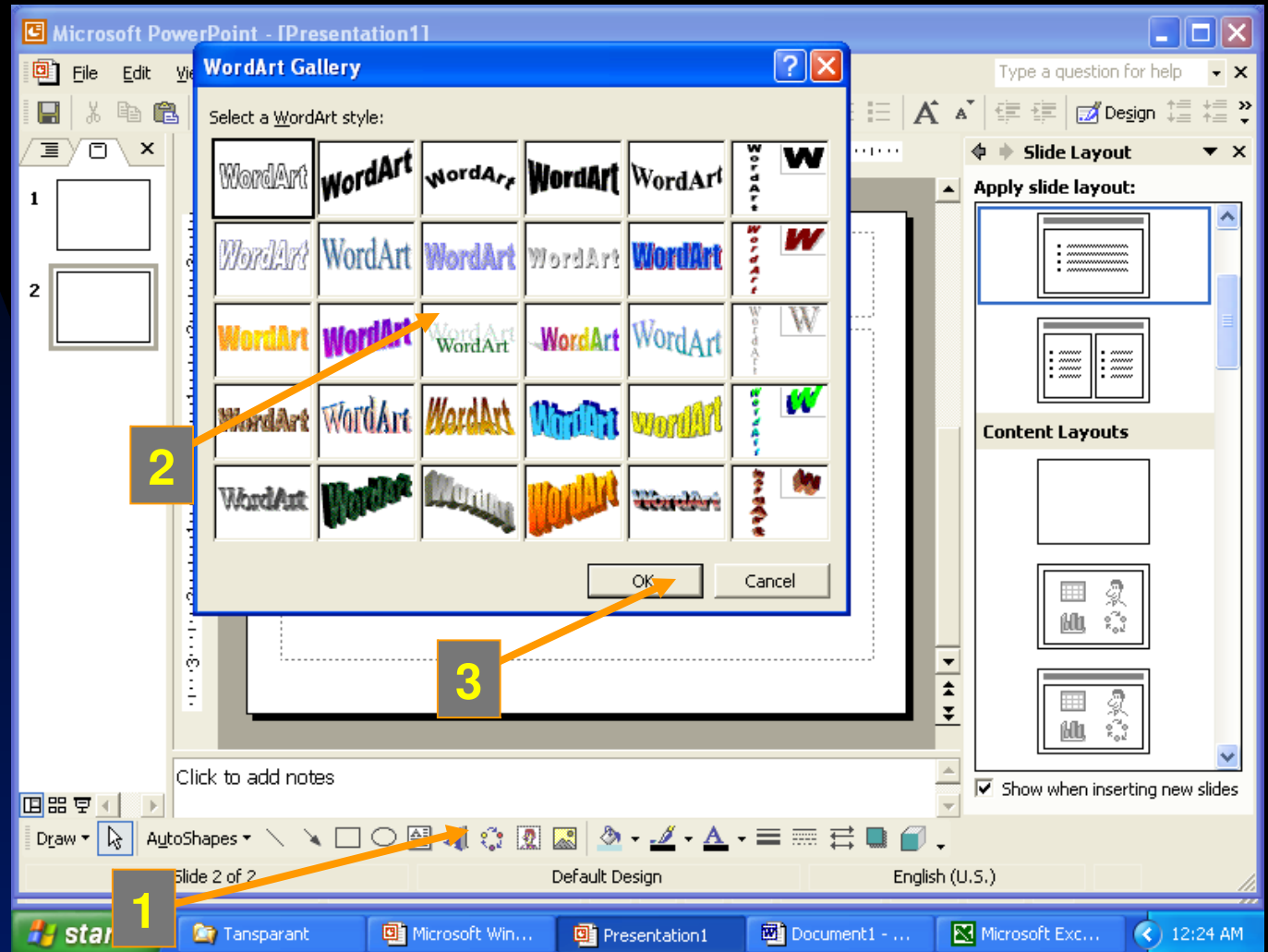
Memilih desain



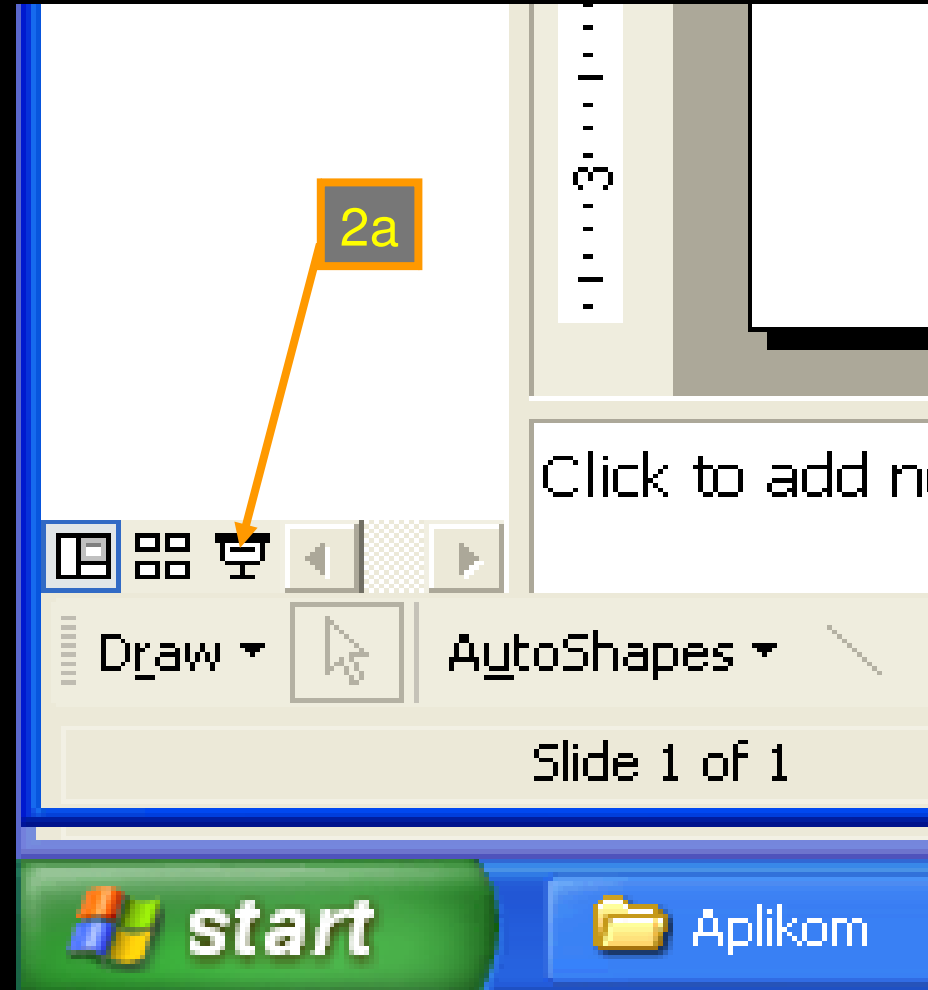
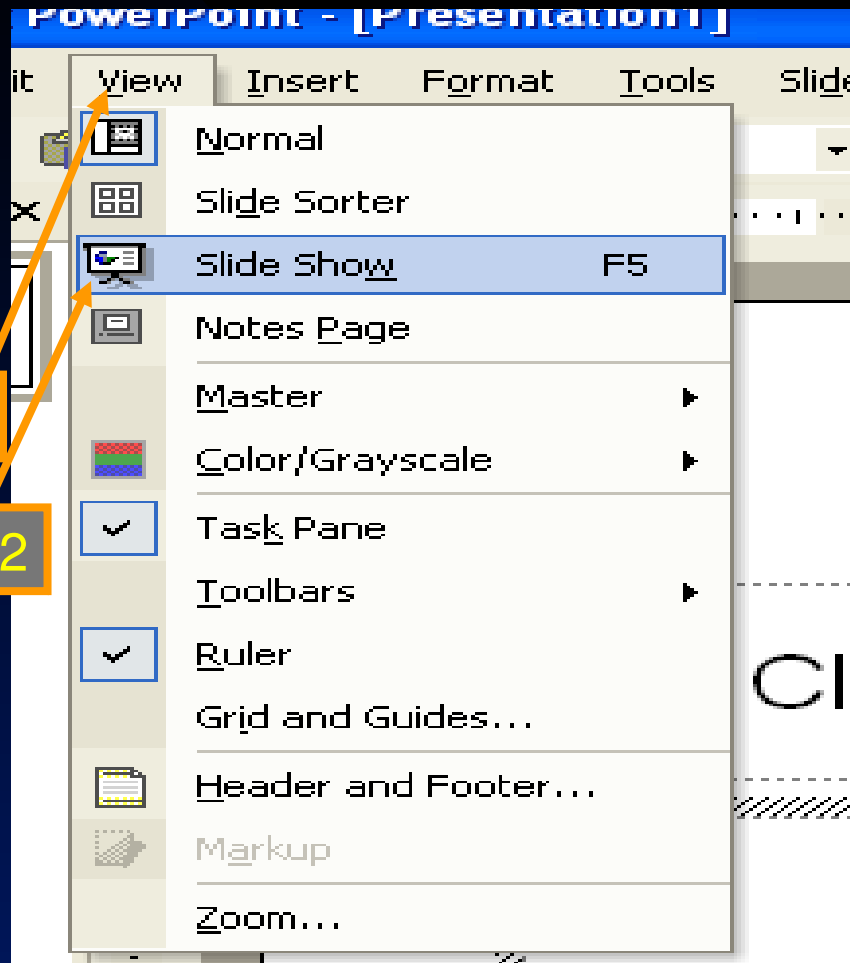
Memilih animasi



Menulis dengan drawing



Menampilkan slide (view)



Hyperlink

